



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

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TITLE: HAZARD COMMUNICATION	APPROVED BY: Katherine Boxer Latipow

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17-1. REFERENCE

- (a) Title 29, Code of Federal Regulations, Parts 1910.171 through 1910.180
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 5194 and 5194.1
- (c) City of Fresno Injury and Illness Prevention Program

17-2. PURPOSE

This policy provides guidance to Department employees in the implementation of hazard communication.

17-3. HAZARD DETERMINATION

- (a) Supervisors shall annually determine the hazardous substances in the workplace. This determination will be made by an inspection of all substances found at the workplace and

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determining through administrative means (i.e. reading labels, etc.) of the potential hazards present.

- (b) Supervisors shall notify the Safety Officer and employees immediately upon the insertion into the workplace of a new hazard. Supervisors shall train subordinates on the new material hazards prior to allowing the use of the material.
- (c) Supervisors shall compile and keep current a list of hazardous substances identified in the workplace. The list shall be reviewed annually and provided to the Safety Officer for File.
- (d) The Divisions may evaluate any hazardous substances or may rely upon the evaluation performed by the manufacturer(s) of the substance(s) to satisfy the requirements for hazard determination. Concerns related to the manufacturer's evaluation will be forwarded to the manufacturer.

17-4. HAZARD WARNINGS

- (a) The Division Safety Officer shall assure that appropriate warnings are placed conspicuously at all the entrances to the facility and doorways leading to storage and use buildings, and within work spaces where hazards are found.
- (b) The appropriate work area will be placarded or other suitable means shall be employed to convey the hazard(s) associated with a specific process in situations where the process itself (welding, soldering, etc.) generates a physical and/or health hazard to the user, and where a "container" does not exist (welding fumes, exhaust fumes, etc.) to which a label may be affixed.

17-5. CONTAINER LABELING

- (a) The person initially receiving and/or the person opening a shipment of a hazardous substance from a carrier will assure that the substance is not released for use until the following label information is verified:
 - (1) Containers are clearly labeled as to the contents;
 - (2) Appropriate hazard warnings are noted;
 - (3) The name and address of the manufacturers are listed.
 - (4) MSDS is on file in the Master Library and the using section.

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- (b) All chemicals or other hazardous substances in bags, drums, pails, etc., will be inspected by the person receiving them to ensure that the manufacturer's label is intact, legible, and has not been damaged in any manner during shipment.
- (c) A supervisor shall be notified when a container is found to have damaged labels. These containers will be quarantined and conspicuously marked **"DO NOT USE"** until a replacement label has been applied. A supply of new labels is to be maintained by the supervisor to apply to the container to meet all labeling requirements.
- (d) Labels are not required for portable or secondary containers into which substances are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. All portable or secondary containers shall be labeled if the container is transferred to a second person, left unattended, or used for longer than one work shift. This label will be an extra copy of the original manufacturer's label or a generic label which has a block for identity and blocks for the hazard warning.
- (e) Any package, freight container, rail freight car, motor vehicle, or transport vehicle that is received and required to be marked, labeled or placarded in accordance with the U.S. Department of Transportation shall retain the markings, labels, and placards on the package, freight container, rail car, motor vehicle, or transport vehicle until it is sufficiently cleaned of residue and purged of vapors to remove any potential hazards. Markings, placards and labels shall be maintained in a manner that ensures that they are readily visible.

17-6. MATERIAL SAFETY DATA SHEETS (MSDS)

- (a) Supervisors shall maintain copies of MSDS for all chemicals and hazardous substances to which employees may be exposed. Supervisors will make copies of MSDS available to employees, the Safety Committee, the Division Safety Officer, employee representatives, and State or Federal inspectors upon request.
- (b) Information contained in a new or revised MSDS shall be provided to employees within 10 days after receipt if the new information indicates increased risks to or measures necessary to protect employee's health as compared to those stated on a MSDS previously provided.
- (c) MSDS will be reviewed for completeness by the supervisor for the minimum information required. New MSDS will be requested within (7) seven working days if MSDS is missing or is obviously incomplete.

EXCEPTION: In Divisions where the MSDS is maintained at a central location, the Division Safety Officer shall comply with the above requirements.

17-7. RESPONSE TO REQUEST FOR MSDS

- (a) MSDS shall be made readily available, upon request, to employees, designated representatives of employees, the employees physician or State or Federal agency representatives. In instances where MSDS are not provided or incomplete the supervisor shall:
 - (1) Within (7) seven working days of the request, make written inquiry to the manufacturer, producer, or seller of the hazardous substances responsible for the MSDS asking that the complete MSDS be sent to Division. If the supervisor has made inquiry in the preceding twelve months as to whether the substances or product is subject to the requirements of the Hazard Communication, or if the supervisor has made written inquiry within the last six months requesting new, revised, or later information on the MSDS for the hazardous substance the supervisor need not make an additional request.
 - (2) Notify the requestor in writing of the date that the inquiry was made, to whom it was made, and the response, if any, received. Enclose a copy of the request and any responses received.
 - (3) Provide a copy of the MSDS to the requestor of the MSDS within 15 days of receipt of the MSDS.
 - (4) When a response has not been received within 25 working days of the date of the request was made, send a copy of the request with notification that no response has been received to the State Director of Industrial Relations, Division of Labor Standards Enforcement, 668 W. Shaw Ave, Suite C-132, Fresno, CA 93704.

17-8. EMPLOYEE AND TRAINING

- (a) Employees will attend a health and safety orientation conducted by the supervisor prior to starting work with or in close proximity to hazardous substances. The minimum training requirements are:
 - (1) Provide an overview of the requirements contained in Hazard Communication, including individual rights;
 - (2) Inform the employee of the location and availability of:
 - (A) The Safety Program
 - (B) The written Hazard Communication Program
 - (C) MSDS

- (3) Inform the employee of any operations in their work area where hazardous substances are present, including specific training on those hazardous substances;
- (4) Teach the employee how to read labels and review MSDS to obtain appropriate hazard information;
- (5) Inform the employee of the physical and health effects of the hazardous substances present;
- (6) Inform the employees of methods and observation techniques to determine the presence or release of hazardous substances in the work area;
- (7) Provide specific guidance on how to lessen or prevent exposure to these hazardous substances through the use of engineering controls, work practices, and the use of applicable personal protective equipment;
- (8) Inform the employee of the steps that the Division has taken to lessen or prevent exposure to hazardous substances;
- (9) Explain emergency and first aid procedures to follow in the event of exposure to a hazardous substance.

- (b) Training shall be repeated at a minimum of annually.

17-9. HAZARDOUS NON-ROUTINE TASKS

- (a) Employees may periodically be required to perform hazardous non-routine tasks. Prior to undertaking the task, the supervisor will be responsible for reviewing the operation to be performed and the applicable MSDS to determine the potential problems associated with the task and determine the best course of action to proceed on.
- (b) The supervisor will develop a simple "A-B-C" type procedural guide to be followed by the employees performing the task. That procedure and applicable MSDS will be discussed with the employees.
- (c) The procedural guide will be given to each employee and shall contain:
 - (1) Specific hazards
 - (2) Protective/safety measures to be utilized

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- (3) Measures that have been taken to minimize the hazards (including ventilation, respirators, the presence of other employees and emergency procedures) as appropriate
- (4) Safety equipment

17-10. HAZARDOUS SUBSTANCES IN UNLABELED PIPES

- (a) Prior to starting work on unlabeled pipes, employees will contact the supervisor for the following information:
 - (1) The presence of hazardous substances in the pipe
 - (2) Potential hazards
 - (3) Safety precautions to be taken
- (b) The supervisor may be required to treat the job task as non-routine as outlined above.

17-11. NOTIFICATION TO CONTRACTORS

- (a) Contractors for long term projects (more than three months) will be met by the Division Safety Officer after the award of the contract and prior to the start of the work. The contractor will be provided a copy of the Injury and Illness Prevention Program and a copy of the contractors safety/hazard communication/emergency action plans will be requested.
- (b) Supervisors in areas where contract personnel are working will be responsible for contacting the contractor's supervisor/leadperson and providing the following information:
- (c) A list of hazardous substances to which contract personnel may be exposed while working at the job site.
- (d) Hazardous substances which may expose all employees during a declared emergency.
- (e) Precautions and protective measures the contractor's employees may take to minimize the possibility of exposure.
- (f) The Division Safety Officer and each supervisor with personnel in a contractor's work area will obtain information from the contractor on hazardous substances brought onto the worksite for use by the contractor's employees.